

## **DEPUTY BUDGET DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position in the field of budget preparation involving responsibility for the analysis and compilation of the entire operating budget and its interpretation to departments, and for specific phases of the budget preparation, revision and control of departmental expenditures in accordance with the approved budget. The position's responsibilities will include review of budget estimates, requests and justifications, program and project budgets, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation. General direction is received from the Budget Director.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Reviews departmental budget requests and materials to identify areas requiring further justification or explanation;
- Discusses budget requests with the Budget Director and department heads to verify needs and makes necessary adjustments as required;
- Prepares various reports related to budgetary issues;
- Reviews, authorizes, and processes requests for amendments to the budget;
- Makes recommendations to the Budget Director and the Commissioner of Administrative Services for effective and efficient utilization of available resources;
- Monitors spending of the various departments throughout the year, analyzing trends and insuring that departments remain within their budget allocations;
- Monitors revenues of the city to determine any variance from budget estimates;
- Advises the Budget Director and Commissioner of Administrative Services when overspending or revenue decreases may occur;
- Attends public hearings with the purpose of answering questions and explaining the needs, reasons, and impacts relative to the proposed budget;
- Attends meetings of the Budget Committee of the Common Council to provide data and justifications for the proposed data;
- Prepares resolutions of the Board of Estimate and Apportionment to authorize transfers of funds within or between departments;
- Supervises the daily operations of the Budget Office.
- Acts as the Budget Director in their absence;
- Performs various additional functions as assigned and directed by the Budget Director;
- Assists in developing and maintaining expenditure and revenue forecasts;
- Assists with the publication and distribution of the approved budget;
- Assists in preparing budget data and analysis for review by the Budget Director and the Commissioner of Administrative Services, including vacancies, cost trends, and salary projections;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of municipal budgetary practices and preparation;
- Comprehensive knowledge of City government organization, function and operation;
- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of statistics and financial analysis;
- Working knowledge of mathematics;
- Ability to establish and maintain amiable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to evaluate procedures, organizational structures and fiscal policy effectiveness, and to identify fiscal problems and recommend solutions;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to apply guidelines, procedures and policies governing the budget preparation process; resourcefulness;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Finance, Management or Public Administration; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree (or higher) AND three (3) years of finance management, public administration, or budgetary policy development; **OR**
- C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.